SiteManager
Training Manual

Module I
Chapter 4

Section I-4

Spell Check in SiteManager

<u>Student's Version</u>

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Spell Check

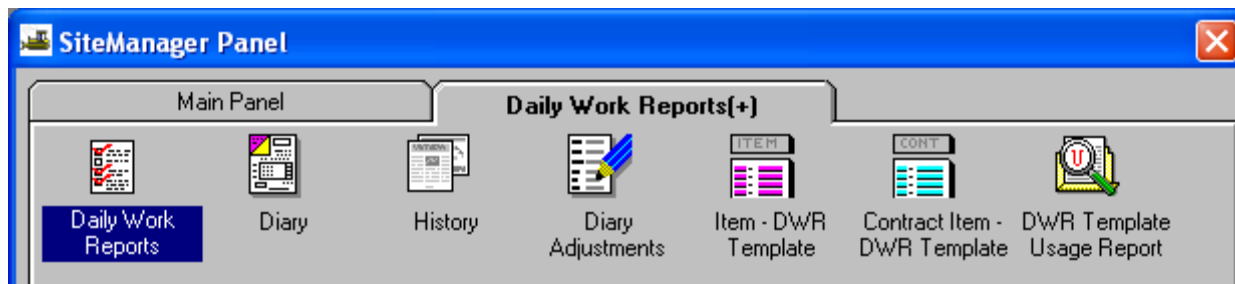This section will explain how to use **Spell Check** which is available in the
- **Daily Work Report**- **DWR Info** tab in the **Remarks** field,
- **Daily Work Report**- **Work Items** tab in the **Remarks** balloon, and the
- **Diary-Authorize** tab in the **Remarks** field.

These three places are the only places were the **Spell Check** appears as of this time.
NOTE: Running other application while using SiteManager Spell Check will cause delays please close all other application prior to using SiteManager.
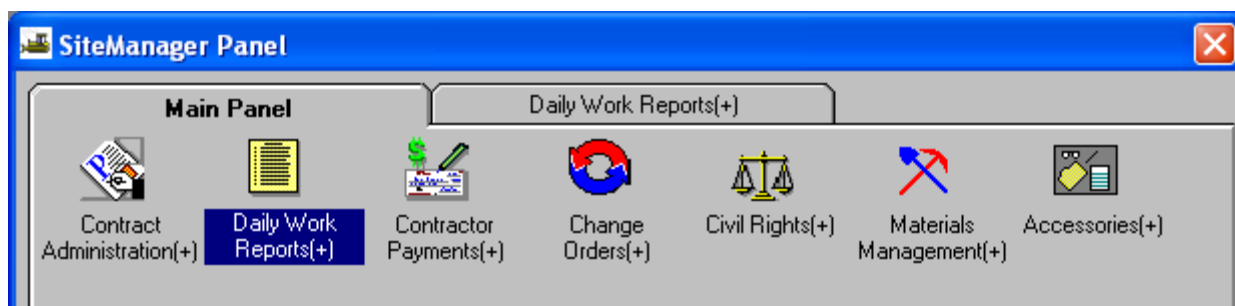
"Double-click" on **Daily Work Report (+)** icon, located on the **Main Panel**

"Double-click" on **Daily Work Reports** icon.

Spell Check in **DWR Remarks**:

After selecting the **Contract ID** and entering the appropriate information on the **DWR**, "enter" the appropriate **Remarks** in the Remarks field.

The **Spell Check** [Spell Check] button is to the right of the **Remarks:** field.

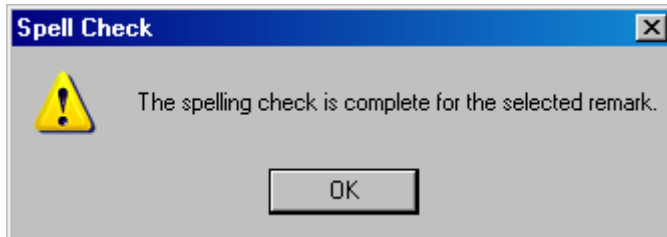"Click" on the **Spell Check** [Spell Check] button to check for spelling errors. Repeat this process for each **Remarks:** type used. The list of **Remarks** types are to the right of the **Remarks:** field.
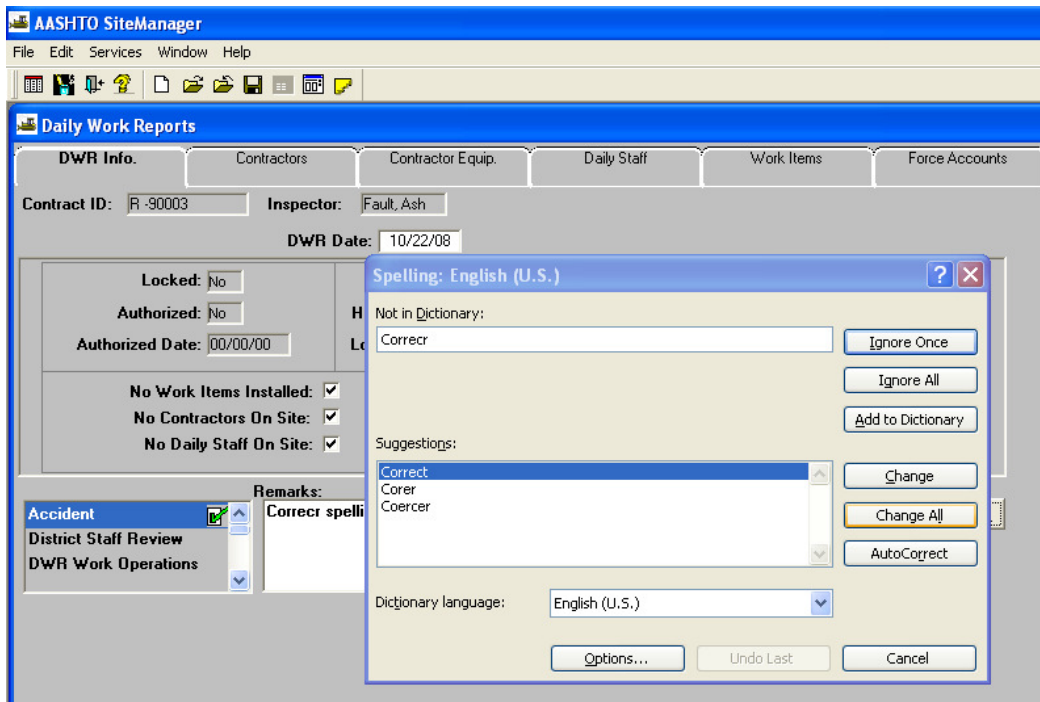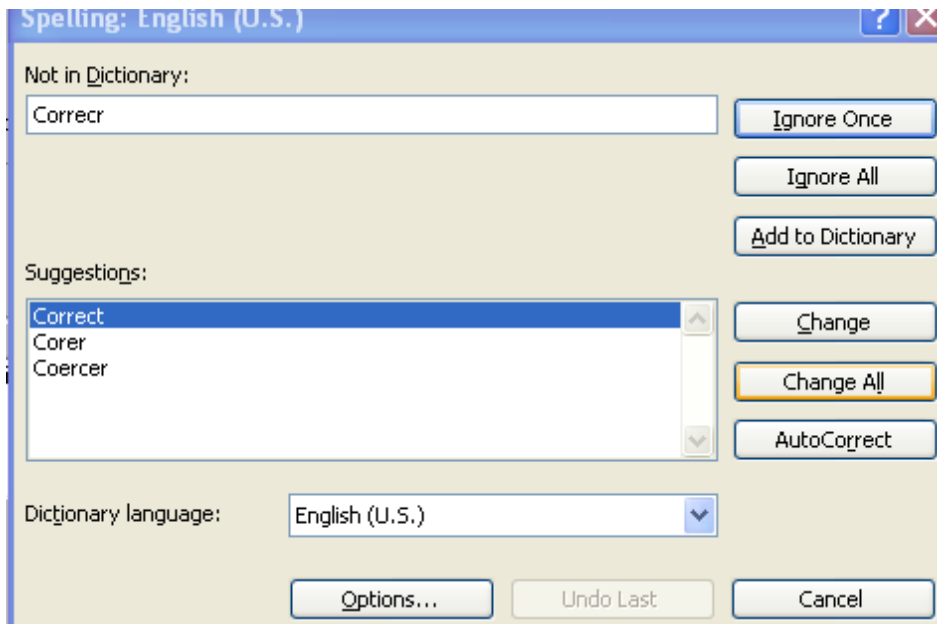
The **Spelling English(U.S.)** window will open with the suggested correction for the misspelled word. After the misspelled word is corrected, **Spell Check** will look for the next misspelled word until each misspelled word has been corrected, ignored or cancelled.

"Double-click on the appropriate spelling of the work in the **Suggestions:** field.

After all corrections have been make "click" OK on **The spelling check is complete for the selected remark** box.

Spell Check will close

WARNING: The **Spelling: English (US)** window will drop behind the SiteManager application if multiple applications are running and another application is used such as email.

- If this happens <u>do not</u> click on the **Spell Check** button again. "Click" on the Minimize button (-) located on the toolbar near the Red **Close** 'X' button for the application that is covering the Spell Check. This will allow the Spell Check window to be uncovered and corrections to be made.
- If there are other applications open minimize them to find the **Spelling: English (US)** window.

If the **Spell Check** button is "clicked" a second time the computer will try to open the second instance of **Spelling: English (US)** and it will seem that the computer is jammed but in reality the program is trying to open the **Spelling: English (US)**.
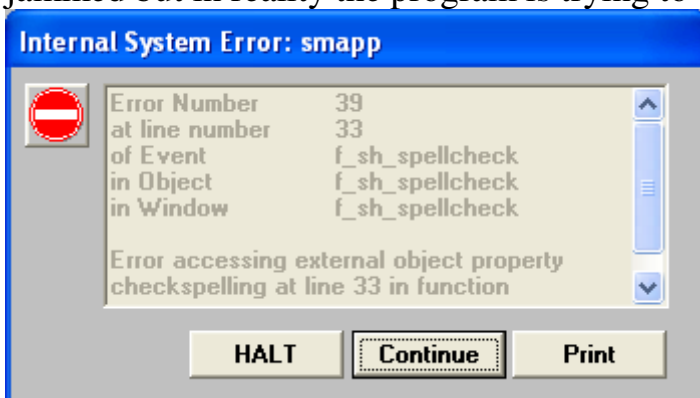
After a long period of time a message will appear asking to **Halt, Continue** or **Print**. "Click" on **Continue** button then minimize the **SiteManager** window to find the **Spelling: English (US)** window.

Other options in Spell Check
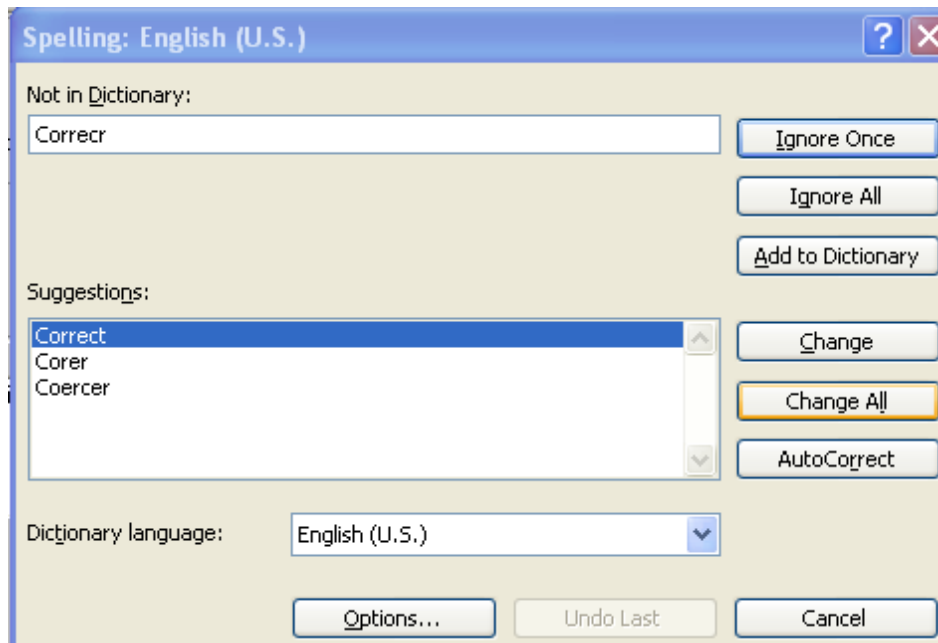
The buttons on the right side of the **Spelling English (US):**
Ignore Once- will not correct the first instance of the misspelled word.
Ignore All- will not correct any spelling for each instance of the misspelled word.
**Add to Dictionary**- if there is a word that is commonly used and is not in the dictionary (such as "SiteManager") "click" the **Add to Dictionary** button to add the new word to the computer's dictionary for future reference.
Change- will replace the misspelled word with the highlighted word in the bottom panel.
**Change All**- will modify all 'like' words that are misspelled with the highlighted word in the bottom panel.
AutoCorrect- will replace the misspelled word with the highlighted word in the bottom panel.
**Dictionary Language:** -gives the option to change from English to several different languages. "Click" on the dropdown arrow to select a different language.
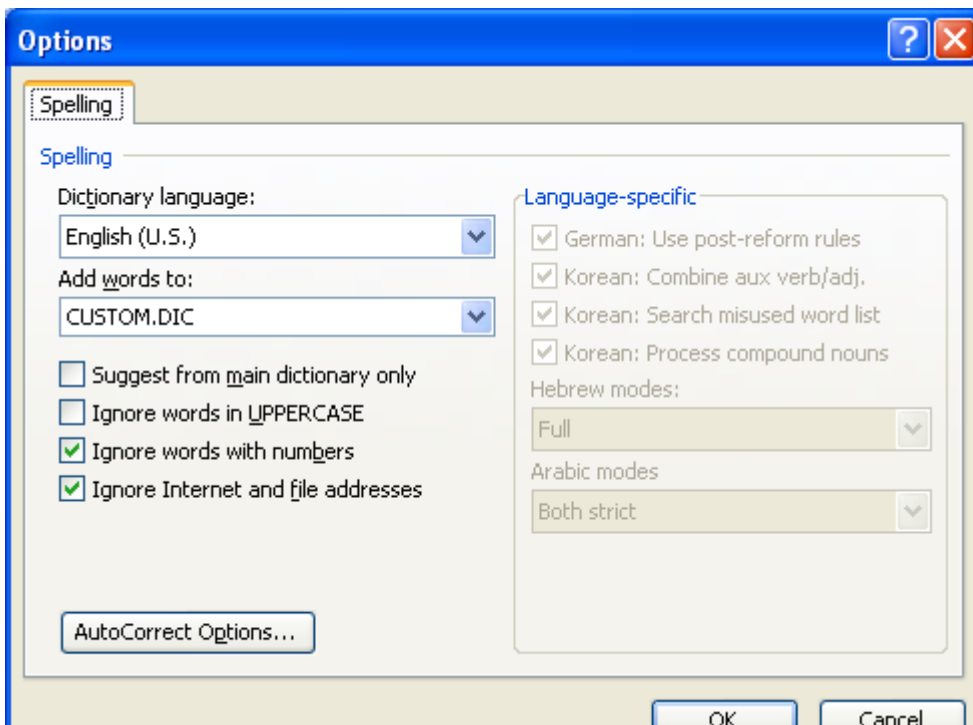
The Options…button includes checkboxes with a check which are the factory settings but may be changed. "Click" the appropriate checkbox to make changes then "click" the **OK** button at the bottom of the window.
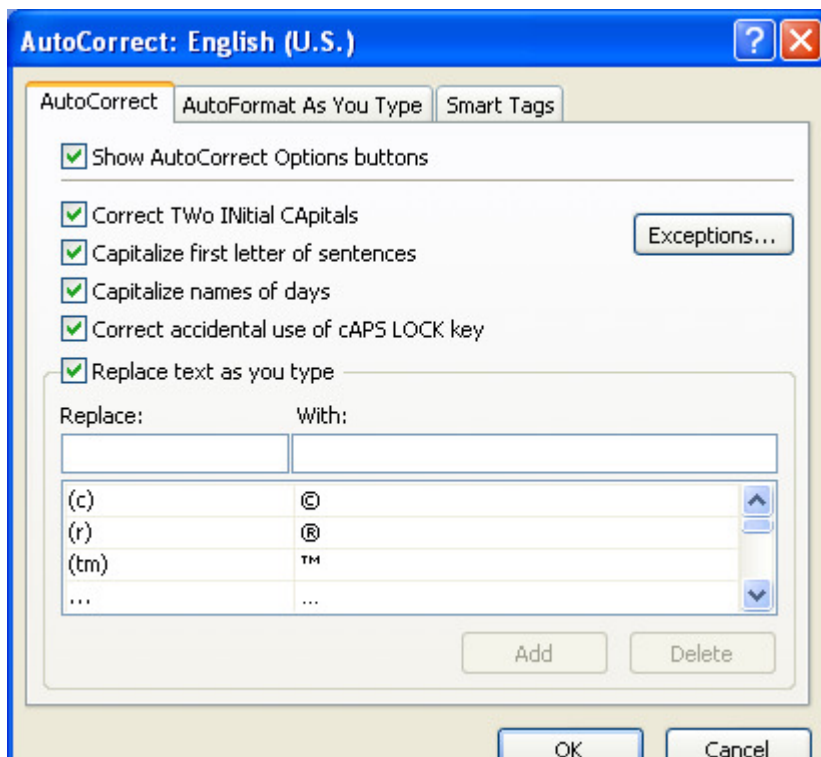
The **AutoCorrect Options** button will allow additional changes by clicking in the checkbox to change the settings. After "un-checking" the appropriate **checkbox**es, "click" **OK**.
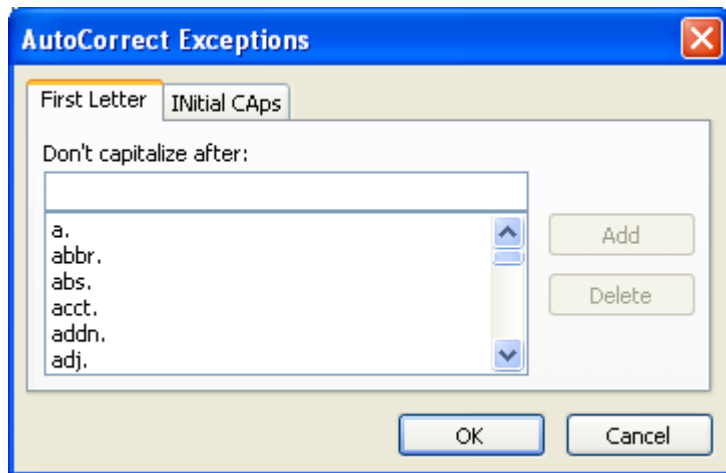
Exceptions…button allows for more customizations.

Spell Check

Exercise I-4
Group Exercise

In the following exercise, you will be creating a DWR where the spelling will need checked in the remarks.

Log into SiteManager as <u>update</u>
Password: <u>pass</u>

Navigate from **Main Panel:**
"Double-Click" on **Daily Work Reports (+)** icon
"Double-Click" on **Daily Work Reports** icon
"Click" on **Services** located on the toolbar
"Click" on **Choose Keys** from the dropdown list
"Double-Click" on the appropriate **Contract ID "R-90004"**

DWR Info Tab

"Double-Click" on **DWR Date** field
Enter in yesterday's date
"Click" on **OK**
 "Click" on **General Remarks** in the scroll down menu to the left of the **Remarks** field.
"Click" on **Remarks** field enter: "Worked on <u>b i t h</u> sides of Casey Road intersection" (both is the correct spelling but we need the spell check to determine the correct spelling)
"Click" on the **Spell Check** button
"Double-click" the word <u>both.</u>
"Click" <u>OK</u> on **The spelling check is complete for the selected remark** message box..
"Click" the <u>Save</u> button located on the toolbar.
"Click" the <u>Close</u> button located on the toolbar.